

Office of the State Americans with Disabilities Act Coordinator (OSADAC)
STATE AS A MODEL EMPLOYER (SAME) AGENCY PLAN

Each executive branch state agency shall submit an annual SAME plan outlining its strategies and goals for the upcoming year, and progress and outcomes for the current year, related to employment of individuals with disabilities (La. R.S. 46:2597). This includes a comparison of the percentage of individuals with disabilities employed by the agency from the previous to current calendar year based on data collected from the Voluntary Self-Identification of Disability process. Agencies shall submit the annual plan by December 1st of each year using the State As a Model Employer (SAME) Agency Plan Form, which is available on the OSADAC website at <https://www.doa.la.gov/doa/office-of-state-ada-coordinator/>.

1. GENERAL INFORMATION

List ALL personnel areas and agency names for which the SAME Plan is applicable.	Personnel Area:	0222	Agency Name:	Office of Government Services
	Personnel Area:		Agency Name:	
	Personnel Area:		Agency Name:	
	Personnel Area:		Agency Name:	
	Personnel Area:		Agency Name:	
	Personnel Area:		Agency Name:	
Upcoming Plan Year:	1/1/2023 – 12/31/2023			
Authorization:	La. R.S. 46:2597; Executive Order Number 18-08			

2. OVERVIEW

The Office of Government Services is committed to serving as a model employer by improving hiring, recruitment, and retention of individuals with disabilities, with the goal that seven percent (7%) of the agency's workforce is comprised of persons living with a disability.

John Smith, Human Resources Director, serves as the Agency Designee responsible for overseeing the development, implementation, monitoring and evaluation of effective strategies to attract, engage and advance people with disabilities as further outlined in this plan.

3. PROGRESS AND OUTCOMES FOR PREVIOUS PLAN YEAR

The Office of Government Services set forth certain strategies as part of its Agency Plan for 1/1/2022 – 12/31/2022 in order to attract, retain and advance individuals with disabilities for employment. Below is an overview of those strategies and the associated progress made toward achievement of each:

No.	Strategy	Target Date	Progress/Outcome
1.	Revise Americans with Disabilities Act (ADA) Policy in accordance with provisions required by La. R.S. 46:2594.	10/1/2022	Completed: Effective 9/15/2022
2.	Continue partnership with Louisiana Rehabilitation Services (LRS) Point of Contact (POC) with email notification of each vacancy announced.	All year	Completed: For previous plan year, LRS POC was notified of 27 vacancy announcements.
3.	Institute the Voluntary Self-Identification of Disability form process pursuant to La. R.S. 46:2597(1) <ul style="list-style-type: none"> a. Secure completed forms from all current employees b. Incorporate form into onboarding process for all new hires 	9/30/2022	Completed: Effective 9/30/2022
4.	Continue tagline in all vacancy announcements identifying Office of Government Services as a SAME agency.	All year	Continued: Been in effect since 11/1/2018.

No.	Strategy	Target Date	Progress/Outcome
5.	Notify and encourage hiring managers to interview applicants added to the eligible list in accordance with SCS Rule 22.8(a) (eligible for LRS services)	All year	Completed: For previous plan year, hiring managers were notified of ten (10) 22.8(a) applicants

4. DATA COMPARISON

According to data collected through the Voluntary Self-Identification of Disability process, the Office of Government Services currently does not meet the goal of having 7% of its workforce comprised of individuals with disabilities as follows:

Dates	Total # of Employees	# of Employees Voluntary Self-ID with Disability	Overall Disability Percentage
Previous Plan Year: 1/1/2022 – 12/31/2022	505	27	5.3% ¹
Upcoming Plan Year: 1/1/2023 – 12/31/2023	520	33 ²	6.3%

5. STRATEGIES FOR UPCOMING PLAN YEAR

Given its current overall disability percentage, the Office of Government Services intends to increase its efforts to employ individuals with disabilities through the following strategies for the current plan year:

No.	Strategy	Target Date
1.	Attend at least one (1) job fair specifically designed for individuals with disabilities.	10/31/2023
2.	Promote October as National Disability Employment Awareness Month (NDEAM) <ul style="list-style-type: none"> a. Host a Lunch & Learn to encourage disability inclusion during the hiring process b. Share the Office of Disability Employment Policy's NDEAM public service announcement by email and on agency's social media. 	Throughout October
3.	Continue partnership with Louisiana Rehabilitation Services (LRS) Point of Contact (POC) with email notification of each vacancy announced.	All year
4.	Work with Baton Rouge Community College (BRCC) to employ a student intern through the Program for Successful Employment (PSE).	9/30/2023
5.	Continue tagline in all vacancy announcements identifying Office of Government Services as a SAME agency.	All year
6.	Implement a mandatory interview requirement for applicants placed on the eligible list in accordance with SCS Rule 22.8(a) (eligible for LRS services).	2/1/2023

6. QUESTIONS

Questions regarding this plan may be directed to John Smith, Human Resources Director, at (225) 342-1111 or john.smith@la.gov.

Charles Adams

Charles Adams
Executive Director

** RETURN BY EMAIL TO Rikki.David@la.gov OR BY FAX TO (225) 342-1057. **

¹ Data source: 2021 SAME Survey Monkey.

² Data source: # of employees that checked "Yes" on the Voluntary Self-Identification of Disability Form in accordance with La. R.S. 46:2597(1).